

**Division of Assessment Implementation
DAC Monday Email for February 24, 2003**

Question of the Week!

Q: Can we give a group of ESL students the SAME test booklet form in order to provide accommodations during the state assessment ?

A: There is language in the Inclusions regulation that allows this. It states the following under Section 3, B, #1:

1. Administration Strategies:

- *reading text to student in English;
- *paraphrasing directions for tasks in English or in the student's primary language;
- *oral word-for-word translation of text to the student's primary language;
- *administering assessments to small groups of students whose primary language is not English to enable paraphrasing or word-for-word translations; And

* administering a single form of the test.

*Every effort should be made to distribute test forms to all students in a random order. Under the condition that a school can demonstrate no feasible way to provide a multiple number of interpreters for students who are limited in English proficiency, school staff may allow students to use the same form of the test so that one interpreter per foreign language may be employed to provide this accommodation. A list of students who are administered the same form of the test for this purpose shall be submitted to the Division of Assessment Implementation along with the assigned lithocode for each student.

Use of the same form of the test shall not be permitted for students with disabilities who require scribes or readers, since there is such a large number of these students and one form of the test would be overused considerably within a school.

Notification of Testing Window Choice for Districts--Due March 1, 2003

By **March 1, 2003** districts must notify KDE of their choice of testing window options. To do this, we are asking that the DAC email Kathy Moore (kmoore@kde.state.ky.us) with the district superintendent added in the Cc line. In the subject line write "Testing Window Options". Copying the message to the Superintendent documents his/her knowledge of the district choice.

The text of the message should look something like this:

_____ District has selected the following testing window option(s)

Elementary Schools: _____
Middle Schools: _____
High Schools: _____

Assessment Meetings

Attached is the agenda for the assessment meetings.



Materials will be provided to everyone for use during the meeting. These will be collected and reused at the next training site. DACs will be able to take one set of print materials and a CD-Rom from the meeting to assist in training your district. However, if you are the type of learner that likes his/her own copy of materials to markup during training, you will might want to print the

- NRT Manual for your BACs/DOSE (the DAC will receive one copy)
- DAC/BAC Instruction Manual for KCCT (copy for DAC/BAC/DoSE).

There is no need to print the PowerPoints for the meeting, they are provided on the web for assistance in district training later. A print version of the PowerPoint designed for note-taking will be provided at the meeting for everyone. Please let anyone else from your district that is attending know about this, so that they can print if they wish. The materials can be found by following these links

KDE Home Page-->testing and reporting-->district support
-->meetings and trainings-->winter DAC meetings.

*During the assessment meetings no staff from the Communications Branch will be in the office. If you have questions, issues, or need to make changes to your registration please leave a voice message or email message for Kathy Moore (kmoore@kde.state.ky.us), Rhonda Sims (rsims@kde.state.ky.us), or Phyllis Shuttleworth (pshuttle@kde.state.ky.us). We will checking emails and phone messages while on the road and will get back with you ASAP.

Feb. 24 - Lake Barkley State Park (Convention Center), P.O. Box 790, Cadiz
Phone: 800-325-1708

Feb. 25 - General Butler State Park (Conference Center), 1608 Highway 227, Carrollton
Phone: 866-462-8853

Feb. 26 - Howard Johnson, 209 Commerce Drive, Elizabethtown
Phone: 270-769-9616

Mar. 4 - History Center (Brown-Forman Room), 100 Broadway, Frankfort
Phone: 502-564-1792

NOTE: Due to budget constraints, we will be unable to provide any refreshments of any kind at these meetings.

Important Cluster Leader Training Information

Please note: Due to space limitations, Region 3 which is holding its cluster leader training at Gheens Academy, will not accept participants for out of region training.

Questions have arisen regarding the Writing Portfolio Cluster Leader Training daily schedule. Below is a brief outline of the day-long meetings. Please remember that the exact schedule will be determined by your regional consultant. Questions regarding scheduling should be directed

to Anna Weiser at CTB (317-205-0232). Questions regarding training should be directed to Cherry Boyles, Sandra Hamon, or Jennifer Bernhard at KDE (502-564-2106). If you have registered and have not received the preliminary materials by Feb. 28, please contact Cherry Boyles.

8:00-8:30

Continental breakfast will be available for official cluster leaders during the registration time from 8:00 to 8:30 AM. During that time, cluster leaders will sign in and complete the workshop participant agreement form.

8:30-12:00

Training should begin at 8:30 AM and will last until lunch. Your regional consultant will let you know when a mid-morning break may occur.

12:00-1:00

Lunch will be provided to cluster leaders around 12:00. Lunch is scheduled for approximately an hour. Your regional consultant will determine the timeline.

1:00-4:00

Training should recommence around 1:00 PM. Prior to the completion of training, your writing consultant will provide cluster leaders with the forms needed to claim reimbursement for mileage, substitutes, and an evening meal, where applicable. Some consultants have indicated that a shorter lunch period may be used so that training can finish around 3:30 PM. This may vary per region.

Please remember to bring your Writing Portfolio Scoring Handbook to the training.
Directions to your training site can be provided by your writing consultant, who will be the most familiar with the location.

Region 8 Writing Portfolio Scoring Training Rescheduled

The Region 8 Grade 4 Writing Portfolio Scoring Training for Cluster Leaders has been rescheduled for March 3 and March 4. If a cluster leader was planning to attend on February 18, he/she should now plan to attend on March 3. If a cluster leader was planning to attend on February 19, he/she should now plan to attend on March 4. The training location remains the same: Jenny Wiley.

Please contact Jane Dixon at the Region 8 Service Center (606-886-0205) if you have questions about the training. Contact Anna Weiser at CTB (317-205-0232) if you have questions regarding registration.

Administration Code Training

Our office will be offering another Administration Code Training session on March 12, 2003 from 12:30 PM to 3:30 PM in the 18th floor conference room at the Capital Plaza Tower in Frankfort. Please contact Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394) to register.